

Arundel Composite Squadron

Open House Plan – May 2nd, 2006

Activity	POC	Due	Status
1. Planning			
a. Planning Meetings (Anyone/Everyone Invited – Pizza!)			
1) Wednesday, March 22 nd		3/22	
2) Friday, March 31 st		3/31	
3) Thursday, April 6 th (GTM/UDF Training on 7 th)		4/06	
4) Friday, April 21 st		4/21	
5) Friday, April 28 th		4/28	
6) Monday, May 1 st (Set Up Long-Lead Items)		5/01	
a) Confirm Hall Availability with Church	Maj Strickland	4/18	
b. Confirm Date with Church	Maj Strickland	3/23	
c. Post Updated Plan on Squadron Web Site	Lt Col Novak	As Required	
d. Lay out the area.	Maj Strickland & Planning Team	4/11	
2) Stations & Parking			
a) Coordinate with the Event or Station Leads.		4/11	
b) Ensure remaining parking lot is safe.		4/18	
3) How will areas be separated?	Burleigh	4/18	
a) Identify how many dividers/partitions exist.	Breen-Franklin	4/18	
e. Alternatives if inclement weather		4/18	
1) Aircraft landing control in pavilion?			
2) ES Station moved indoors?			
2. Advertisement			
a. Long Term			
1) Church Sign (coordinate with Secretary)		4/4	
2) Squadron Web Site Home Page	Lt Col Novak	4/11	
3) MDWG Web Site Home Page	Maj Strickland	4/4	
4) Middle School Newsletters	Capt Harris	3/21	
5) Radio Stations	Maj Strickland	4/4	
6) Newspapers			
a) Place Public Service Advertisement	Maj Strickland	4/4	
(a) Modify PAO Resource Kit Template	Maj Strickland	3/28	
b) Contact Gazette's Glen Burnie Rep	Maj Strickland	3/28	
7) CAP Tee Shirts			
a) Cadets to wear them at Middle School.		5/1 - 2	
b) Spares for those that don't have any.		4/25	
8) Posters – Make sure we cover a wide area (Pasadena, Severn, Severna Park, Linthicum/Ferndale, Arundel Mills, Brooklyn Park, Rivera Beach, etc).			
a) Target Placement			
(a) Middle Schools		4/18	

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(b) Royal Farm, 7-Eleven		4/18	
(c) Grocery Stores		4/18	
(d) Dunkin Donuts, Panera Bread		4/18	
(e) Woods Church, other churches.		4/18	
(f) Libraries		4/18	
b) Design the Posters (everyone provide input)	Maj Strickland	4/11	
c) Print out ____ color posters.	Capt Harris Maj Strickland	4/11	
d) Place PDFs on Web Site for download	Lt Col Novak	4/11	
e) Maybe a contest with prizes?		4/25	
(a) Cadets place CAPID on the poster (lower left)			
(b) Sign-up where they've placed them.			
(c) The Cadet posting the most posters wins			
(i) Must be with owner's approval			
(d) Black-&-White Posters: ½ credit.			
b. Short Term: Direction Road Signs			
1) Identify best placement & design for each sign.			
a) Primary Areas:			
(a) Ritchie Hwy:		4/18	
Leading up to Annapolis Rd intersection.			
(b) Annapolis Road:		4/18	
In front of Glen Burnie High School.			
b) Plan on 3 or 4 sequential signs: (something like)			
(a) Civil Air Patrol			
Open House			
Tuesday 6 – 8 PM			
(b) Civil Air Patrol			
Search & Rescue			
- <i>Maryland's Only Teen SAR Organization?</i>			
Disaster Response			
Free Flying Lessons			
(c) Civil Air Patrol			
Youth Programs			
12- 18			
(d) Civil Air Patrol			
Open House			
← or →			
2) Design the signs.		4/20	
3) Buy the materials and print the signs.		4/25	
a) Materials:			
(a) Office Depot 11" x 17" Color = \$2 each		4/25	
(b) Corrugated Plastic Signs		4/25	

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(c) Metal stakes		4/25	
4) Place the Signs on Monday Evening (?)		5/1	
3. Events & Stations			
a. Aerospace Education – Sub-Stations	2Lt Ho		
1) Landing Zone	Burleigh / Breen-Franklin		
a) Hosts:	Henderson,		
b) Uniforms: Short Sleeve Blues & Flight Suits			
c) Equipment:	Capt Harris	4/11	
d) Materials:	Capt Harris	4/11	
e) Identify & Reserve Required Parking Lot Area	Capt Harris	4/11	
f) Construct & Test Prototype	Capt Harris	4/25	
2) Rocket Construction	1Lt Feher		
a) Hosts:	Wiedorn, Murphy, G. Mayer		
b) Uniforms: Any			
c) Equipment:			
(a) Scissors? - No Knives			
(b) Hot Glue Gun (Low Temp)			
(c) Power Strip			
(d) Wire cutter (for tie-wraps)			
d) Materials:			
(a) Pre-Cut wings – Different shapes	Capt Harris	4/25	
(b) Pre-Cut pipe insulation			
(c) Straws			
(d) Rubber bands			
(e) Tie-Wraps (6-8 Inch)			
e) Competitions?			
(a) Every ½ hour			
(b) Prizes – Rocket Shaped Cookies (w/ Jimmies)		5/2	
(c) Categories:			
(i) Looks			
(ii) Distance			
(iii) Accuracy			
3) Flight Simulator	L. Mayer / K. Harris		
a) Hosts:			
b) Uniforms: Short Sleeve Blues & Flight Suits			
c) Equipment:			

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Activity	POC	Due	Status
(a) Computer		4/25	
(b) Projector		4/25	
(c) Joystick		4/25	
(d) Software (Model Airplane, FS2004, FS2004 w/CAP Add-On)	Capt Harris, Maj Strickland	4/25	
(e) Timers (3 each)	Maj Strickland (2) _____ (1)	4/25	
d) Materials:			
(a) Cockpit Poster		4/11	
4) <i>Static Displays (fragile ones from ceiling)</i>			
a) Hosts:	None		
b) Uniforms: Any			
c) Equipment:			
(a) Airplane	Capt Harris	4/25	
(b) UAV	M. Strickland	4/11	
(c) Helicopter	S. Taylor	4/25	
(d) Rockets		4/25	
d) Materials:			
(a) String		4/25	
(b) Clips/Clamps		4/25	
b. Emergency Services – Outside in Pavilion	Capt Harris		
1) <i>Ground SAR Team</i>	M. Burleigh		
a) Hosts:			
b) Uniforms:			
c) Equipment:			
(a) Van (with GPS, Display, Signs, Light) (Also, needs to be cleaned & prepped)	Capt Harris Maj Strickland (SAR Signs)	4/31	
(b) Mannequin or Hanger	Breen-Franklin	4/18	
(i) 24-Hour Gear		5/2	
1. Different Types		5/2	
(c) Tent & Gear	Tent: Van Gear: _____?	5/2	
d) Materials:			
(a) Beef Jerky (?)		4/25	
2) <i>Field Medic / Wilderness First Responder</i>	D. Smith		
a) Hosts:	M. Strickland D. Wilson		
b) Uniforms: BDUs & BDUs w/ T-Shirts			
c) Equipment:			
(a) Med-Kit (Supervised)	Hosts	5/2	
(b) Spine Board	In the Van	5/2	

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Activity	POC	Due	Status
(i) Mannequin?			
(ii) Rigged?			
3) Activity: Hidden Practice ELT & Sniffers	1Lt Redick		
a) Hosts:	J Feher, Kestler		
b) Uniforms:			
c) Equipment:			
(a) Sniffer (2)		4/25	
(b) Practice ELT (Locked in a car)		4/25	
(c) Compasses (for Navigation?)		5/2	
d) Materials:			
(a) Maps (30 – for Navigation?)	Maj Strickland	4/25	
4) Activity: Hot-Dogs			
a) Hosts:			
b) Uniforms:			
(a) BDU Pants & Tee Shirts			
c) Equipment:			
(a) Grill	Capt Harris M. Strickland (pick-up)	5/2	
(b) Utensils		4/25	
(c) Ice Chest		4/25	
d) Materials:			
(a) Drinks: (Coke, ____, ____)		5/2	
(b) Ice		5/2	
(c) Hot Dogs		5/2	
(d) Condiments		5/2	
(e) Plates	Squadron	5/2	
(f) Hot Dogs	Squadron	5/2	
(g) Napkins	Squadron	5/2	
(h) Hot Dogs		5/2	
(i) Pretzels		5/2	
c. CAP Program	Capt Brewer		
1) Cadet & Squadron Info, Videos & Slide Shows	Capt Brewer, 1Lt Mayer & 1Lt Beam		
a) Hosts:	Hudson		
b) Uniforms:			
(a) Blues – Summer			
(b) Blues – Winter			
(c) BDUs – Bloused			
(d) BDUs – Tee-Shirts			
c) Equipment:			

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Activity	POC	Due	Status
(a) Computer with DVD & Speakers	Maj Strickland	4/25	
(b) Kevin's & Matt's Wall-Wear Display	K. Harris	5/2	
(c) MDWG Wall Board?	Maj Strickland	4/25	
d) Materials			
(a) Brochures			
(i) Cadet Programs	Maj Strickland	4/25	
(ii) Member Programs	Maj Strickland	4/25	
(iii) Squadron Info Sheet	Maj Strickland	4/25	
(iv) Fact Sheet (Print PDF – 100 Copies)	Maj Strickland Capt Harris	4/25	
(b) Posters	Maj Strickland	4/25	
(c) Refreshments (cookies)		5/2	
4. Schedule of Events			
5:30 PM - Squadron Personnel Arrive & Set Up			
6:00 PM - Open House For Guests			
8:00 PM - Open House Closes (a few guests may remain)			
8:10 PM - KP			
8:30 PM - Formation & Closing Remarks			